

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/23/2013		2. CONTRACT NO. (If any) EP-W-13-021		6. SHIP TO: a. NAME OF CONSIGNEE EPA NEW ENGLAND REGIONAL LABORATORY	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-OSWER-13-00416		b. STREET ADDRESS 11 TECHNOLOGY DRIVE	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US ENVIRONMENTAL PROTECTION AGENCY ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460				c. CITY NORTH CHELMSFORD	e. ZIP CODE 01863-2431
7. TO: JUDY A MANLEY a. NAME OF CONTRACTOR TECHLAW INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 14500 AVION PKY STE 300				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 201511108	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT
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13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 116211863 The Contractor agrees that work under this task order shall be performed in accordance with the terms and conditions of Contract EP-W-13-021; the attached statement of work, entitled "Analytical Chemistry Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP FINANCE CENTER						\$429,865.92
	b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE						\$429,865.92
c. CITY DURHAM			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Ross Miller TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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ORDER NO.

07/23/2013

EP-W-13-021

0001

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Support (Superfund);" and any additional terms and conditions included as part of this task order.</p> <p>Total Task Order Value: \$429,865.92 Total Task Order Labor Hours: 7,788.0 Total Task Order Value with all Options: \$3,186,814.45 Total task Order Labor Hours with all Options: 54,516.0 Total Task Order Funded Amount: \$91,000.00 TOPO: Dan Boudreau Max Expire Date: 07/22/2020 Admin Office: SRRPOD US ENVIRONMENTAL PROTECTION AGENCY ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460 Period of Performance: 07/23/2013 to 07/22/2016</p>					
0001	<p>Contract Base Period, Year 1</p> <p>Accounting Info: 13--T-72BS-303DD2-2505-HQ00LA00--1372B S5030-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1372BS5030-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 13--T-72BS-303DD2-2505-HQ00LA00--1372B S5041-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1372BS5041-001 Funding Flag: Partial Funded: \$39,000.00</p> <p>NOTE TO RTP: The funded amount associated with accounting line 13--T-72BS-303DD2-2505-HQ00LA00--1372S5030-01 is \$52,000. The amount of \$52,000 is Continued ...</p>				429,865.92	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$429,865.92

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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EP-W-13-021

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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>not displayed in the accounting section above because it was drawn down from the contract level rather than obligated from a PR.</p> <p>Task order terms and conditions continue on the next page.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

The following additional terms and conditions are requirements of this task order:

## CONTRACTING OFFICER'S REPRESENTATIVES

The individual listed below is an authorized representative of the Contracting Officer for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as described in the contract clauses *Technical Direction* (EPAAR 1552.237-71) and *Authorized Representative of the Contract-Level COR* (EPA-G-42-102).

<u>Name</u>	<u>Role</u>
Dan Boudreau	Task Order COR

## OPTION PERIODS / AWARD TERMS

This task order contains option periods and award terms that the Government may exercise via unilateral task order modification by providing written notification to the Contractor of its intent to exercise the option period or award term at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option or award term. If the Government failed to provide written notice within that time, the Government may exercise the option or award term via bilateral task order modification. Task order option periods and award terms may only be exercised within the effective period of the contract. If a contract-level option period or award term is not exercised, task order option periods and award terms may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods and award terms is:

Base Period	July 23, 2013 – July 22, 2014
Option Period 1	July 23, 2014 – July 22, 2015
Option Period 2	July 23, 2015 – July 22, 2016
Option Period 3	July 23, 2016 – July 22, 2017
Option Period 4	July 23, 2017 – July 22, 2018
Award Term 1	July 23, 2018 – July 22, 2019
Award Term 2	July 23, 2019 – July 22, 2020

## QUALITY ASSURANCE

Should performance under this task order require the Contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the task order, the Contractor shall submit a QAPP with its task order proposal in accordance with *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The Contractor's QAPP must be approved by the Task Order Contracting Officer's Representative (TOCOR) and Quality Assurance Manager before task order award. After task order award, the Contractor shall perform all tasks under this task order in accordance with the quality standards established in the QAPP.

## TRAVEL

Performance under this task order may require travel. The Contractor shall submit requests for travel in accordance with the contract clause *Approval of Contractor Travel* (EPA-H-31-104). Approval of task order proposals that include travel as a materials cost shall not be construed to mean the travel is approved. Separate approval for Contractor travel shall be obtained from the Contract-Level COR.

## TRAINING

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The Contractor shall submit requests for such training in accordance with the contract clause *Approval of Training* (EPA-H-31-105). Approval of task order proposals that include training as a materials cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR.

## GOVERNMENT-FURNISHED PROPERTY

The Government will provide items of Government property to be used by the Contractor in performance of this task order as Government-furnished property (GFP). These items are contained in, or will be added via modification to, the contract-level GFP List. These items are subject to the contract clauses *Government Property* (FAR 52.245-1) and *Government Property* (EPAAR 1552.245-70). When using Government property, whether assigned as GFP or not, the Contractor shall also adhere to the *EPA Personal Property Policy & Procedures Manual (FMSD 4832)* found at <http://intranet.epa.gov/ohr/rmpolicy/ads/manuals/pp-policy-procedures-manual.pdf>.

## CONTRACTOR-ACQUIRED PROPERTY

Performance under this task order may require the Contractor to acquire items that meet the definition of property. In accordance with the contract, the Contractor shall not fabricate or acquire, on behalf of the Government, either directly or indirectly through a subcontract, any item of property without prior written approval from the Contracting Officer. For purposes of this task order, written approval shall be sought only for items that are considered to be "accountable personal property" defined in Section 3.2 of the *EPA Personal Property Policy & Procedures Manual (FMSD 4832)* found at <http://intranet.epa.gov/ohr/rmpolicy/ads/manuals/pp-policy-procedures-manual.pdf> as:

- personal property with an acquisition cost of \$5,000 or more;
- all leased personal property (regardless of dollar value); and
- all "sensitive items" (regardless of dollar value). "Sensitive items" are personal property

items that may be converted to private use or have a high potential for theft, such as: laptops, projectors, cell phones, cameras, GPS units, electronic meters, and other technical equipment. Approval of task order proposals that include items considered to be accountable personal property as a materials cost shall not be construed to mean the items are approved. If the Contracting Officer authorizes the Contractor to procure Contractor-acquired property (CAP) under this task order, the Contractor shall deliver the item(s) as a deliverable under this task order. The Government may decide to provide the property back to the Contractor as

government-furnished property.

## **VEHICLE USAGE**

Performance under this task order may require the Contractor to use motor vehicles. In deciding how to obtain vehicle services, the Contractor shall follow the order of precedence and acquisition considerations in the contract clause *Motor Vehicle Usage (ESAT)* (CO Added).

## **SURVEY MANAGEMENT**

Performance under this task order may require the Contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The Contractor shall perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

## **COMMUNICATIONS PRODUCTS**

Performance under this task order may require the Contractor to develop deliverables that are considered by EPA to be "Communications Products". The Contractor shall develop Communications Products in accordance with the following EPA policies:

- EPA's Communications Stylebook: <http://www2.epa.gov/stylebook>
- EPA's Policy and Implementation Guide for Communications Product Development and Approval: <http://www2.epa.gov/product-review>
- EPA's Visual and Product Standards Graphics Manual: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

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Statement of Work  
Task Order No. 1

Analytical Chemistry Support  
(Superfund)

PURPOSE:

The purpose of this Task Order (TO) is to provide Superfund analytical chemistry support to the EPA New England Regional Laboratory (NERL). The 7-year period of performance (POP) of this TO is from the date of issuance of July 23, 2013 through July 22, 2020.

STATEMENT OF WORK:

The contractor shall perform chemical analysis of environmental samples and ancillary analytical support functions at NERL and at hazardous waste sites utilizing the regional mobile laboratory or other laboratory facilities established at the site. EPA will provide adequate facilities, equipment and supplies to perform all analytical-related tasks under this TO.

The contractor shall comply with all NERL health and safety, environmental, waste handling and other applicable NERL work rules while at NERL. This may require contractor personnel performing work at NERL to attend EPA/NERL health and safety programs required for building occupancy and required to complete the tasks specified in this TO. The contractor shall also follow Good Automated Laboratory Practices for all analytical work required by this TO. Upon issuance of this TO, the Task Order Contracting Officer Representative (TOCOR) will provide the contractor with applicable requirements. The contractor shall become familiar with all applicable standard operating procedures (SOPs) referenced in and accompanying the TO.

The contractor shall notify the TOCOR immediately if it encounters any equipment failure that cannot be readily remedied by the contractor or technical problems that may impact the quality or on-time delivery of deliverables, or if any required equipment or supplies are unavailable to accomplish required work under this TO.

Task 1: Glassware Washing:

The contractor shall perform laboratory glassware washing in accordance with the Glassware Washing Procedures in the most current approved revision of EIASOP-ADMGLAW.

Glassware requiring washing under this task will be placed in areas designated by the TOCOR. The contractor shall complete all washing activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware.

The contractor shall perform general cleanup activities to assure that all glassware washing areas, and other areas where the contractor performs work under this TO, are maintained in a clean and orderly manner.

It is anticipated that the Task will require the efforts of one person for approximately half of each week. The approved regional apportionment for Superfund (TO 1)/Non-Superfund (TO 2) charges for this Task is 70%/30%. The LOE charged for this Task, split between these two TOs, shall reflect this apportionment.

Task 2: Environmental Sample Analysis:

The contractor shall prepare and/or analyze environmental samples consisting of a variety of media for chemical contaminants including, but not limited to, pesticides/PCBs, volatile and semi volatile organic compounds; cyanide, metals, nutrients and other inorganic analytes; chemical warfare agents (CWA); as well as physical/chemical parameters of the environmental samples. The following is an estimate of the number of samples and analytes that will require preparation and/or analysis each year of the 7-year period of performance.

ANALYTES	ESTIMATED NO. OF SAMPLES*
Semi volatiles	5
Pesticides/PCBs	5
Inorganic - General	200
Cyanide	100

Ion Chromatography	300
Metals prep	25
Metals Prep & Analysis	1500
Mercury	150
Field Analytical PCB (in-house)	20
Field Analytical XRF (in-house)	50
Volatiles	5
Chemical Warfare Agents	5
Air Toxics	5
XRF Sample Prep	300
XRF Cup Prep	650
<b>Total</b>	<b>3,320</b>

\* Associated with these environmental samples are quality control samples that require analysis at the rate of approximately 25% of the number of environmental samples specified above. These quality control samples are not included in the number of samples specified above, but shall be analyzed as required by the specified method of analysis.

The TOCOR will assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a Technical Direction Form (TDF). The TDF will specify the number and identity of samples requiring analysis, the analytical methodologies to be used and a schedule for analysis and submission of deliverables.

The following NERL SOPs, or most current approved revision, shall be specified for the analysis of assigned samples, depending on the environmental media, analytes, and required detection level:

Pesticides/PCBs:

EIASOP-PESFLOR2	EIASOP-PESGPC2	EIASOP-GC2
EIASOP-PESTSOIL3	EIASOP-PCBOIL1	EIASOP-PCBWIPE1
EIASOP-GCPESWALL6	EIASOP-PESFISH1	EIASOP-PESPFEL
EIASOP-TOTALCHROM2	EIASOP-TURBOVAP2	EIASOP-FLDPCB2
EIASOP-PESFRZ1	EIASOP-GCFAME1	

Semi volatiles:

EIASOP-BNAGCMS8	EIASOP-BNAW3	EIASOP-BNAS3
EIASOP-BNAP3	EIASOP-PAHWALL6	EIASOP-PAHSOLL6

Volatiles:

EIASOP-VOAGCMS9

EIASOP-VOADIOX4

EIASOP-VOCSCREEN0

Air:

EIASOP-AIRCAN10

EIASOP-AIROZON9

ECASOP-CANCLEAN5

ECASOP-CANVAC4

ECASOP-CANLEAK4

ECASOP-PAMSNIST1

ECASOP-FLOWCON1

ECASOP-CANPRESS5

Inorganics:

EIASOP-INGGFAA2

EIASOP-INGASBSED2

EIASOP-INGCN14

EIASOP-INGIC12

EIASOP-INGPH5

EIASOP-INGDMA0

EIASOP-INGDVICP1

EIASOP-INGICPMS5

EIASOP-INGTSS-TDS-  
VRES5

EIASOP-INGSOLD2

EIASOP-INGXRF0

EIASOP-INGALKCARB2

EIASOP-METALSPREP7

EIASOP-INGTP10

EIASOP-INGTURB6

Miscellaneous:

EIASOP-MISPREP3

EIASOP-FLASH6

EIASOP-MISCOILID3

EIASOP-MISTFIRO

Chemical Warfare Agents:

EIASOP-UDLAB1

EIASOP-UDLAB2

EIASOP-UDLAB3

EIASOP-MINICAMS1

The contractor shall perform all extractions, analyses and data reductions of assigned samples in conformance with specified SOPs and TDF requirements. During all analytical steps, the contractor shall comply with all quality assurance requirements, including the maintenance of quality control charts, as specified in the applicable SOPs. The contractor shall also prepare all analytical standards required for the sample analysis.

The contractor shall maintain logbooks and worksheets in

accordance with good laboratory practices and complete all documents and recordings as required by the analytical SOP. The contractor shall archive sample extracts in the designated areas, upon completion of the analysis of each batch of samples, and archive the data on computer disks, when required by storage capacity, in accordance with the appropriate SOPs.

The contractor shall track the progress of completion of each analytical project by updating the QA/QC status of the samples in the Laboratory Information Management System (LIMS) to track sample preparation, analysis and data reduction and submission of deliverables.

**Deliverables:** The contractor shall submit to the TOCOR reports pertaining to the analysis of samples, as referenced in Attachment I of this TO, and reports of other analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit to the Project Officer/Contracting Officer Representative (PO/COR) the cover letters for each report submitted to the TOCOR.

#### Task 3: Routine Instrument Maintenance:

The contractor shall perform routine analytical laboratory instrument set up and maintenance activities required for the analysis of samples assigned under this TO. The TOCOR shall assign routine set up and maintenance of instrumentation, not completed in connection with the contractor's analysis of samples, through the issuance of a TDF, which will specify the nature of the tasks and schedule for completion.

It is anticipated that the Task will require not more than a day of effort for each year of the POP.

**Deliverables:** The contractor shall prepare and submit a report to the PO/COR and TOCOR outlining the activities completed and difficulties encountered for tasks assigned through each TDF within five (5) days of completion.

#### Task 4: Training:

The contractor shall attend vendor-specific training in new technologies or specialty equipment/instruments and other EPA-specific training relating to the analysis of environmental samples, in accordance with Task Area V of the contract SOW.

This may include training related to analytical instrumentation or software. All training shall be performed only upon prior issuance of a TDF, specifying the nature of and schedule for training.

For each year of the 7-year POP, it is anticipated that there will be at least one on-site training session with each session to take place over approximately 3 days and include two (2) contractor staff members. The approved regional apportionment for Superfund (TO 1)/Non-Superfund (TO 2) charges for this Task is 70%/30%. The LOE charged for this Task, split between these two TOs, shall reflect this apportionment.

Deliverables: The contractor shall prepare and deliver to the TOCOR and PO/COR a summary report (for each training), providing copies of all handouts and transferring knowledge of technical conference specifics.

#### Task 5: Sample Custodian and File Manager

The contractor shall perform sample custodial duties at NERL for Superfund environmental samples in accordance with the SOPs specified below. The contractor shall receive all environmental samples arriving at the laboratory and, upon receipt, log the samples into the Laboratory Information Management System (LABWORKS) and refrigerator/ freezer log and store the samples in the appropriate refrigerators, freezers, or shelves for air canisters.

The contractor shall notify chemists by LAN message when samples arrive at the laboratory. The LAN message shall be sent to the appropriate laboratory chemist groups, specifying the project name, number of samples, and analytes for testing.

The contractor shall generate project folders from the LABWORKS sample log in data, add necessary forms to the folders, and file the folders in the designated locations for easy retrieval by the chemists.

The contractor shall create a folder with the project number in the LABWORKS\Reports\Crystal Reports\Final Reports directory.

The contractor shall monitor the temperatures of the laboratory refrigerators and freezers daily and record the readings in the appropriate record books in accordance with the SOP listed

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below.

Attachment (1)

The contractor shall pick up supply purchase request forms from designated locations in the labs and deliver the forms to the facilities office.

The contractor shall perform support activities relating to the disposal of environmental samples in accordance with the Sample Disposition and Disposal SOP listed below. These activities include the storage of analyzed samples in the appropriate refrigerators, tracking of samples due for disposal, obtaining reports for samples to be disposed of, filing of the sample disposal sheets after sign-off by the site project officer, and notification of designated EPA personnel that samples are ready for disposal.

The contractor shall file reports and project folders received from laboratory chemists in the designated locations. The contractor shall archive project folders to the Federal Records Center (FRC) in accordance with the SOP listed below and retrieve files, as required. This requires preparation of document inventories and completion of all forms required by the FRC. Data greater than three years old shall be designated for archiving.

It is anticipated that the Task will require the efforts of one person for at least four (4) days each week. The approved regional apportionment for Superfund (TO 1)/Non-Superfund (TO 2) charges for this Task is 70%/30%. The LOE charged for this Task, split between these two TOs, shall reflect this apportionment.

Deliverables: The contractor shall submit to the PO/COR and TOCOR completed FRC forms and document inventories, in accordance with EIASOP-ADMFC6 and FRC requirements.

Standard Operating Procedures:

The contractor shall comply with the following SOPs and any revisions in performing the listed tasks:

EIASOP-ADMLOG17  
EIASOP-ADMFC6  
EIASOP-ADMEVID7

EIASOP-ADMLIMS1  
EIASOP-ADMTEMP7

EIASOP-ADMLOGN4  
EIASOP-AMDLOG17



Task 6: Field Analysis:

The contractor shall perform field analysis of environmental samples at Superfund sites in New England utilizing the EPA Region I Mobile Laboratory or other laboratory facilities established at the site, as specified in Task Area I.C. of the contract SOW. Samples shall be analyzed for analytes, including PCBs, VOAs, XRF, and soil gas.

The contractor shall comply with the following SOPs and any revisions in performing the listed tasks:

EIASOP-FLDGRAB4      EIASOP-FLDXRF0    EIASOP-FLDXRFN3  
EIASOP-FLDXRFNITON4    EIASOP-FLDVOA2    EIASOP-FLDPCB2  
EIASOP-FLD

This task will require that the contractor perform all necessary ancillary tasks relating to sample preparation and documentation, equipment maintenance and calibration, and glassware cleaning and general upkeep, as specified in Task Area I.C. of the contract SOW. The mobile laboratory or other laboratory facilities established at the site, and all necessary supplies will be provided by EPA.

TDFs will be issued to notify the contractor of the specific locations of operation of the mobile laboratory, types of analyses, and estimates of the number of samples and duration of operation.

For each year of the 7-year POP, it is estimated that field analysis will be required at approximately one (1) site and require the full time efforts of one (1) person for 5 days including travel time. It is anticipated that each event may require up to 4 nights of lodging and 5 days of per diem (inclusive of all per diem in travel status). No need for car rental is anticipated.

Deliverables: The contractor shall submit to the TOCOR the documents and reports listed below relating to the analysis of field samples in accordance with the time frames specified in TDFs. The contractor shall submit to the PO/COR the cover letters for each report submitted to the TOCOR.

1. Raw data from instrumentation
2. Worksheets (Sample preparation and calibration)
3. Tentative result sheet used to provide verbal results to TOCOR
4. Report of analytical results in accordance with TDF requirements.

#### Task 7: Other Analytical Support Activities:

The contractor shall perform other analytical support activities necessary for the analysis of environmental samples. These activities include the analysis of performance evaluation samples annually for volatiles, semi-volatiles, pesticides/PCBs, metals, and mercury analysis, various QA/QC samples in support of the development of the CWA SOPs, and other QA-related samples; the evaluation of instrumentation, software, analytical testing kits, and methodologies, including MDL (minimum detection limit), RL (reporting limit) and IDC (initial demonstration of competence) studies annually for volatiles, semi-volatiles, pesticides/PCBs, metals, and mercury analysis, and as needed in support of the development of the CWA SOPs; the review, preparation and/or revision of analytical SOPs; the preparation of approximately 50 air canisters; and other analytical-related support tasks in accordance with the contract Statement of Work.

It is anticipated that the Task will require no more than two (2) days each week. The approved regional apportionment for Superfund (TO 1)/Non-Superfund (TO 2) charges for this Task is 70%/30%. The LOE charged for this Task, split between these two TOs, shall reflect this apportionment.

**Deliverables:** The contractor shall submit to the TOCOR reports pertaining to analytical support activities, in accordance with the requirements specified in TDFs. The contractor shall submit to the PO cover letters for each report submitted to the TOCOR.

#### Task 8: Analytical Administrative/Logistical Support:

The contractor shall compile, in a suitable database, information required to support laboratory certifications and accreditations. This shall include information regarding demonstration of capabilities data for analytes and methodologies utilized by the EPA Region I laboratory. The TOCOR will specify the data required to be compiled and the

database format through the issuance of a TDF. The TOCOR will provide the contractor with the documents containing the necessary data or their location within the laboratory. It is anticipated that this effort will be repeated quarterly.

It is anticipated that the Task will require no more than one (1) day of efforts each year. The approved regional apportionment for Superfund (TO 1)/Non-Superfund (TO 2) charges for this Task is 70%/30%. The LOE charged for this Task, split between these two TOs, shall reflect this apportionment.

**Deliverables:** The contractor shall submit the database printout in hard copy and in electronic format by e-mail to the TOPO within the time frames specified in the TDF.

#### Task 9: General Requirements:

The contractor shall track the status of tasks and labor hours and costs for each task under this TO, including each site-specific project, to meet contract requirements and in accordance with an SOP submitted by the contractor for EPA approval. The contractor shall revise this SOP, if requested, in accordance with EPA requirements specified in a TDF.

The contractor shall provide the PO/COR and TOCOR with weekly reports of the above-referenced data in a format initially proposed by the contractor and deemed acceptable to EPA. Weekly reports shall be submitted each Thursday for the preceding weekly period.

ESAT team management and other designated ESAT members shall meet with the PO/COR, TOCOR, and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO. Each final deliverable submitted to the PO/COR and TOCOR shall be accompanied by a ATask Completion Form@ in a format approved by EPA.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO/COR and TOCOR with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO/COR and TOCOR prior to submission of the deliverable.

The contractor shall immediately notify the PO/COR and TOCOR as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO/COR. The contractor shall also notify the PO/COR immediately upon learning of anything that may affect performance under this TO.

The contractor shall fully comply with its quality Management Plan (QMP) and Quality Assurance Project Plan (QAPP) in performing activities under this TO involving environmental measurements. The contractor shall revise its QMP and QAPP in accordance with task-requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

Annual training to support this TO, as required by EPA, will be tracked under this Task.

It is anticipated that the Task will require no more than 1-2 days of effort each week.

#### Deliverables:

The contractor shall submit to the PO/COR and TOCOR weekly reports of the status of tasks and costs under this TO. The reports shall be submitted on Thursdays for the preceding weekly

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period.

Attachment (1)

The contractor shall submit to the PO/COR and TOCOR any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO/COR and TOCOR revisions to its Health and Safety Plan as required by applicable regulations and work requirements.

## ATTACHMENT I

The following lists the documents the contractor shall deliver to the TOPO for each batch of samples analyzed under Task 2:

1. Cover page with project narrative,
2. Data sheets with calculated concentrations of each analyte, reporting limits, header information and qualifiers, in accordance with the appropriate SOP.
3. Results of quality control samples, quality control parameters and control charts, if applicable,
4. Project review form with requested analysis and data folder completeness check, and
5. Raw data folder containing the documents listed below based on analytes.

Volatile and Semivolatile Organic Analysis:

Tracking form,  
Sample Disposal Document,  
Project and Report Form,  
Chain of Custody form (copy),  
Soil Extraction summary sheet for dry weight calculations,  
Laboratory notebook form,  
GC screening data,  
BFB or DFTPP tunes- summary and raw data,  
Initial and continuing calibrations summarizations and raw data for all associated calibrations,  
Sample sequence list,  
Instrument log run,  
ID list with updated RFs,  
Quant sheets for samples, reprocessed after manual checks, initialed and dated by analyst,  
Extended GC/MS reports and TICs for samples,  
GC/MS quantitation worksheet,  
Surrogate and matrix spike recovery table, and  
Internal standard area table

Pesticide/PCB Analysis:

Tracking form,

Sample Disposal Document,  
Project and Report Form,  
Chain of Custody form (copy),  
Soil Extraction summary sheet for dry weight calculations,  
Laboratory notebook form,  
Screening data,  
Initial calibration summarizations and raw data for both  
columns,  
Sample sequence list,  
Instrument log run,  
Quant sheets for samples, reprocessed after manual checks,  
initialed and dated by analyst,  
Surrogate and matrix spike recovery table,  
% breakdown checks,  
Florisil cartridge checks, and  
GPC data.

Air Toxics Analysis:

Tracking form,  
Project and Report Form,  
Chain of Custody form (copy),  
Laboratory notebook form,  
BFB or DFTPP tunes- summary and raw data,  
Initial and continuing calibrations summarizations and raw  
data for all associated calibrations,  
Sample sequence list,  
Instrument log run,  
ID list with updated RFs,  
Quant sheets for samples, reprocessed after manual checks,  
initialed and dated by analyst,  
Extended GC/MS reports and TICs for samples,  
GC/MS quantitation worksheet,  
Surrogate and matrix spike recovery table, and  
Internal standard area table

Inorganic Analyses:

Sample Disposal Document,  
Project and Report Form,  
Chain-of-Custody Form,  
Sample Preparation Worksheet,  
Sample Sequence List, and  
Initial and Continuing Calibration Summaries

Chemical Warfare Agents Analyses:

Tracking form,  
Sample Disposal Document,  
Project and Report Form,  
Chain of Custody form (copy),  
Soil Extraction summary sheet for dry weight calculations,  
Laboratory notebook form,  
GC screening data,  
BFB or DFTPP tunes- summary and raw data,  
Initial and continuing calibrations summarizations and raw  
data for all associated calibrations,  
Sample sequence list,  
Instrument log run,  
ID list with updated RFs,  
Quant sheets for samples, reprocessed after manual checks,  
initialed and dated by analyst,  
Extended GC/MS reports and TICs for samples,  
GC/MS quantitation worksheet,  
Surrogate and matrix spike recovery table, and  
Internal standard area table

(List of deliverables is being developed along with the  
method.)